



User Guide for The Harbour Room Booking System

This User Guide introduces you to features and functions of the Harbour online room booking system. It contains detailed information of the online system including snapshots of all pages and requirements you may face while browsing the system.

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Access the System

To open the online room booking system of the Harbour:

1. Open up the relevant web browser you normally use,
e.g. Google Chrome, Mozilla Firefox, Internet Explorer or Apple Safari



2. Write the following URL: <http://www.the-harbour.co.uk/rooms>
3. This will lead you to the login page, as shown below. Please note you cannot create a login details, all login details are provided by the Harbour administration office.

Login page

theharbour
Meeting Room Booking System

Home Help Rooms Report

You do not have the necessary rights to view this page. If you are having problems logging in please contact info@the-harbour.co.uk.

Please log in

Name:

Password:

Log in

Unknown user
Log in
User list

Enter your login name on the name box

Enter your login password

Then press login

Operating the webpage

Once you login this is the how the front page would look like. This is the monthly colander including the booking of other therapists

theharbour

Meeting Room Booking System

Home Help Rooms Report 0 pending bookings

Rooms
 Room 1 (Leather Room)
 Room 2 (Blue Room)
 Room 3 (Upstairs)

February 2013 March 2013 April 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3				1	2	3								
4	5	6	7	8	9	10	4	5	6	7	8	9	1	2	3	4	5	6	7	
11	12	13	14	15	16	17	11	12	13	14	15	16	8	9	10	11	12	13	14	
18	19	20	21	22	23	24	18	19	20	21	22	23	15	16	17	18	19	20	21	
25	26	27	28				25	26	27	28	29	30	22	23	24	25	26	27	28	
													29	30						

March 2013 - The Harbour - Room 1 (Leather Room)

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Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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Callout Boxes:

- Here you can choose the room you want to view (points to Rooms link)
- Click here to view previous month calendar (points to << Go To Month Before)
- Click here to view next month calendar (points to Go To Month After >>)

Making booking

Click on the day you want to book for, Once you click, you will be transferred to the booking page where you will be required to fill out a booking form in order to make a booking.

Booking page

Add Entry

Client name (kept private):

Optional additional Info (kept private):

Start: 22/03/2013 08:00 ☐ All day

End: 22/03/2013 09:00 (1 hour)

Rooms:

Room 3 (Upstairs)
Room 2 (Blue Room)
Room 1 (Leather Room)

 Use Control-Click to select more than one room

Type:

Privacy status: ☒ Public ☐ Confidential

Repeat type: ☒ None ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly ☐ Monthly, corresponding day ☐ Every nth week

Repeat until: 22/03/2013

Repeat day: (for weekly or every nth week) ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Repeat every nth week:

Skip past conflicts: ☐

Book as user:

✓ ✓

Information required for bookings are:

- **Client Name**
- **Additional Information:** Add any additional information about the booking
- **Start:** Starting time for the booking
- **End:** End time for the booking
- **Rooms:** Choose the room you want your session to take place in
- **Type:** Choose a type to help identify your booking, either your name (for therapists employed by The Harbour), placement, sessional, groups or external.

From here onwards is for repeating booking:

- **Repeat Type:** Choose how you want to repeat the booking
 - *Daily* – Repeat every following day after the start date
 - *Weekly* – Repeat booking every week
 - *Monthly* – repeat booking on the same date each month
 - *Yearly* – repeat booking on the same date every year
 - *Monthly correspondent day* – repeat booking on the same date each month
 - *N-weekly* – repeat bookings every nth week, for example to make a booking every other week choose n-weekly and set the number of weeks to 2.
- **Repeat until date:** Choose the end date for the booking to occur. Note the end date that will appear is the same date of the start date, this must be changed to the end date of the repeat booking in order for the booking to be repetitive.

- **Repeat day:** Ending day for the repeating booking
- **Number of weeks:** Enter the number of weeks this booking will be repeating for
- **Skip past conflict:** Click here to skip the repeating section

The final section allows you to choose which user the booking will be created for. Note that if you are not an administrator and create a booking as another user, you will not be able to see the details, edit the booking or receive an email confirmation.

Booking Conflict

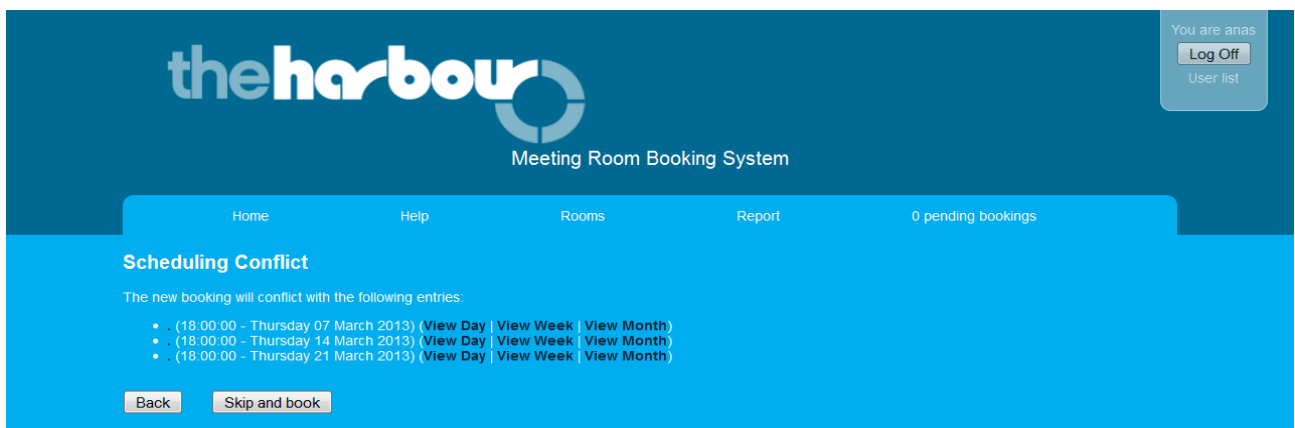


These two tick marks means the booking has no scheduling or policy conflict.



A cross mark after the save button means the booking conflict with another booking. Thus timing must be changed

In a case of saving a repeat booking that conflict with other bookings, then only date that does not conflict with other booking will processed



Complete all booking requirements and press save, you will then be transferred to the main booking page with your booking completed. Note the booking is not confirmed until it is proved by the administration.

Edit booking

To edit the booking click on your booking at the main page

March 2013 - The Harbour - Room 1 (Leather Room)

<< Go To Month Before

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Go To Month After >>

Monday	Tuesday	Wednesday	Thursday	Friday
				1 ? 11:30~13:30 [Confidential] 15:00~18:00 [Confidential]
4 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	5 ? 09:40~12:00 [Confidential] 13:00~14:00 [Confidential]	6 ? 15:00~16:00 [Confidential] 17:30~18:30 [Confidential] ? 18:30~19:30 [Confidential]	7 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	8 ? 11:30~13:30 [Confidential]
11 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	12 ? 09:40~12:00 [Confidential]	13 ? 15:00~16:00 [Confidential] 18:30~19:30 [Confidential]	14 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	15 ? 11:30~13:30 [Confidential] 15:00~17:00 [Confidential]
18 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	19 ? 09:40~12:00 [Confidential]	20 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential] ? 20:00~21:00 anas (User Gide)	21 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	22 ? 11:30~13:30 [Confidential]
25 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	26 ? 09:40~12:00 [Confidential]	27 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential]	28 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	29 ? 11:30~13:30 [Confidential]

<< Go To Month Before

Go To This Month

Go To Month After >>

- **Edit Entry:** Click here to edit time, date or room of your booking

Edit Entry

Client name (kept private): User Gide

Additional information (kept private):

Start: 03/14/2013 08:00 All day

End: 03/14/2013 09:00 (1 hour)

Rooms: Room 3 (Upstairs)
Room 2 (Blue Room)
Room 1 (Leather Room)

Type: Internal

Privacy status: ☐ Public ☒ Confidential

Repeat type: None

Back Save

Here you can change your previous entry including date, time and room

- **Delete Entry:** Click here to delete the entire booking

Are you sure you want to delete this entry?

OK Cancel

This message will appear in your screen, press OK to delete the booking

- **Copy Entry:** Click here to copy the details of the previous booking in a new booking. Note that you have to change the time of the booking as

Copy Entry

Client name (kept private): User Gide

Additional information (kept private):

Start: 03/14/2013 08:00 All day

End: 03/14/2013 09:00 (1 hour)

Rooms: Room 3 (Upstairs)
Room 2 (Blue Room)
Room 1 (Leather Room)

Type: Internal

Privacy status: ☐ Public ☒ Confidential

Repeat type: None

Back Save

Note that you have to change the time of the booking, so it does not conflict with the previous booking

Log Off

theharbour Meeting Room Booking System

Home Help Rooms Report 1 pending bookings

Rooms
 Room 1 (Leather Room)
 Room 2 (Blue Room)
 Room 3 (Upstairs)

February 2013
 Mon Tue Wed Thu Fri Sat Sun
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

March 2013
 Mon Tue Wed Thu Fri Sat Sun
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

April 2013
 Mon Tue Wed Thu Fri Sat Sun
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

March 2013 - The Harbour - Room 1 (Leather Room)

<< Go To Month Before Go To This Month Go To Month After >>

Monday	Tuesday	Wednesday	Thursday	Friday
				1 11:30~13:30 [Confidential]
4 09:30~12:20 [Confidential] 13:00~14:00 [Confidential] 15:30~20:30 [Confidential]	5 09:40~12:00 [Confidential] 13:00~14:00 [Confidential]	6 15:00~16:00 [Confidential] 17:30~18:30 [Confidential] 18:30~19:30 [Confidential]	7 13:40~17:10 [Confidential] 18:00~19:00 [Confidential]	8 11:30~13:30 [Confidential] 13:30~15:00 [Confidential]
11 09:30~12:20 [Confidential] 13:00~14:00 [Confidential] 15:30~20:30 [Confidential]	12 09:40~12:00 [Confidential]	13 15:00~16:00 [Confidential] 17:30~18:30 [Confidential] 18:30~19:30 [Confidential]	14 13:40~17:10 [Confidential] 18:00~19:00 [Confidential]	15 11:30~13:30 [Confidential]

Once you complete all your enquiries, you can log off at the top of the page. Not your enquiry has is not confirmed until you receive an email from the administration.